

JUN 11 2012

LUNENBURG TOWN
CLERK OFFICE

April 5, 2012

PERSONNEL COMMITTEE MEETING MINUTES

At 6:00 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Barbara Reynolds, and Deborah Christen. Note: The March 1, 2012 meeting was cancelled due to weather.

On-Going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: None. Chair will check on termination notice for previous Treasurer/Tax Collector and personnel change for the current Treasurer/Tax Collector.
3. Personnel Change/Hiring Notifications: None.
4. Review of Previous Meeting Minutes: Minutes of February 2, 2012 (Barbara 1st, William 2nd) meeting were approved.

Current Business:

1. Job Description Format Project: In progress, Barbara spoke to Fire Chief – responded on March 30th that he is almost complete. Barbara will continue to communicate with the Chief.
2. Annual Town Meeting: No articles at the ATM.
3. LPC Initiatives 2012: Chair will draft letter to Board of Selectmen with LPC's concerns regarding lack of support to committee (i.e., lack of paid personnel position and employee representative on LPC).
4. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Draft memo to Board of Selectmen, Discussion on Review of Progress and Assignments of LPC Initiatives for 2012, and Next Meeting Agenda.

The next scheduled meeting will be on May 3, 2012 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1st, William 2nd) at 6:25 p.m.

Respectfully submitted,


Deborah Christen, Secretary